**SUMMARY OF MAIN DUTIES / RESPONSIBILITES**

**JOB TITLE:** Deputy Headteacher – Assessment

**Job Purpose:**

To work with the Headteacher and other school leaders to ensure the very best education for the students, through achieving the organisation’s aims and objectives. In particular, to develop and manage curriculum, teaching and learning policies.

**Main Duties /Responsibilities**

ACCOUNTABLE TO THE HEADTEACHER FOR:

* sustaining the aims and objectives of Halling Primary School, and establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
* working to maximise students’ progress towards their full potential
* liaising with the stakeholders to support school improvement
* Take full responsibility for the school in the absence of the Headteacher
* Carry out the professional duties of a teacher as required
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**Assessment**

* develop and maintain a whole school approach to assessment and target setting.
* analyse assessment data from a variety of sources to inform whole school planning and resourcing.
* present assessment data to a range of stakeholders.
* develop ways in which parents can be informed about attainment.
* evaluate analysis of data to identify barriers to learning and suggest ways to address these.
* monitor the progress of pupils throughout the year, identifying gaps and any underachievement (through book monitoring, planning checks, observation, discussion with pupils etc).
* organise Pupil Progress Meetings and evaluate outcomes.
* provide class teachers, year group leaders, SENCO, Literacy and Maths co-ordinators and SLT with assessment data.
* co-ordinate informal and formal assessment arrangements.
* ensure assessment materials are ordered and located to the relevant areas of school.

**Teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Work with the Headteacher to raise standards through staff performance management
* Support the Headteacher and SLT with the development and delivery of training and support for staff
* Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented and monitored.
* With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
* Ensure the systematic teaching of basic skills and recording of impact is at least ‘consistently good’ across the school.
* Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
* Ensure through leading by example the active involvement of pupils and staff in their own learning.

**Management**

* implement Halling Primary School performance management process, to ensure:
* the annual performance management of all staff
* consistently high levels of performance and commitment from all members of staff
* appropriate opportunities for professional development for all staff
* challenge underperformance at all levels with effective corrective action
* build and maintain excellent relationships with Halling Primary School stakeholders
* ensure high management standards of staff so that their contribution to the work of Halling Primary School is developed and maximised
* lead the Halling Primary School Development Planning process
* oversee the Halling Primary School review process
* Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
* Working with the Headteacher, undertake key activities related to professional, personnel/HR issues.
* take responsibility for the day to day running of the school as appropriate
* To undertake any professional duties, reasonably delegated by the Headteacher.

**Developing self and others**

* Support the development of collaborative approaches to learning within the school and beyond.
* Organise and support the induction of staff new to the school and those being trained within the school.
* Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate.
* Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher.
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
* Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
* Lead the annual appraisal process for all identified support and teaching staff.

**Securing accountability**

* Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school’s performance and standards.
* Support the Headteacher in reporting the school’s performance to its community and partners.
* Promote and protect the health and safety welfare of pupils and staff.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

**Strengthening community**

* Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
* Develop and maintain contact with all specialist support services as appropriate.
* Promote the positive involvement of parents/carers and the wider community in school life.
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
* Strengthen partnership and community working.
* Promote positive relationships and work with colleagues in other schools and external agencies.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate